

**Town Meeting Coordinating
Meeting on April 22, 2008
5:00 – 6:30 p.m.
First Floor Meeting Room, Town Hall**

1. Call to Order: Present were Otto Stein, Stephanie O’Keeffe, Judy Simpson, Peggy Roberts, Harry Brooks, and Carol Gray. Phil Jackson was absent.

2. Minutes: Minor edits were made to the April 8 minutes. Stephanie moved to approve the minutes as amended, Judy seconded, and all voted in favor of adopting the minutes from April 8, 2008.

3. CPAC & JCPC Forum, Wed., April 9:

Carol circulated a summary of comments from the evaluations of the CPA/JCPC forum. All 11 evaluations said the forum was helpful and several commented that the panelists were excellent. Carol said the publicity was difficult because the Bulletin printed a very different announcement from what we sent them (i.e., they said it was a joint meeting of the JCPC/CPA). Stephanie asked what the attendance was of the forum and Judy said 20 chairs were set up and they were filled with a couple extra people in addition.

4. ACTV Replays:

Peggy commented that one person had been frustrated about trying to view the replay because the descriptive names of the TMCC programs in program schedule were confusing. Judy mentioned that she had talked to Jim at ACTV about the need for more accurate descriptive titles for programs. Peggy also talked to Jim about the times listed in schedules not always being followed. He explained the complication of when one program runs overtime as happened when a broadcast of a long Planning Board meeting delayed the timing of the replay of the JCPC/CPA forum.

There was a discussion about how to publicize replay schedules. Harry suggested we send an announcement to the Bulletin with the tentative schedule of ACTV replays with the recommendation that they check the ACTV website for the most up-to-date scheduling:

Carol said someone wrote in an evaluation that there should be replays of the prior forums, such as the zoning forum from last fall.

5. Bus Tour of 4/20:

Carol summarized the evaluations. There were about 20+ people on the bus and we had a dozen evaluations. All who filled out the survey said the bus tour was helpful (with one person saying ‘somewhat helpful’). A quarter of the evaluations were from new Town Meeting members. The favorable comments talked about the bus tour being well organized and how they liked getting a visual picture of sites. What they liked least was the bumpy ride, the windy, chilly weather. Regarding ACTV filming, Carol mentioned that ACTV spliced the actual written article into the video right before the stop at each site. This information was very helpful.

6. Warrant Review:

The evaluations were good and everyone reported it was helpful or somewhat helpful. There were some comments that some of the presenters weren't very well-prepared. Others reported that the warrant review is getting better and better. Someone commented that it was too long and ran late. There were about 40 people there and at least 10 were new members. It worked well to rope off the side sections so everyone was seated in the middle. A couple people on TMCC commented that the Warrant Review should start on time, even if not everyone was there yet.

Orientation of New Town Meeting members before the Warrant Review: The sense was that it was okay to have the orientation as part of the warrant review.

7. Precinct Meetings: Peggy went to the precinct meeting for precinct 9 and there were 8 people. She thought it didn't go very well because there was a long discussion of one article, which meant that only a few articles were covered. Carol reported that others from Precinct 9 had commented that they thought it was a good precinct meeting. Harry and Peggy mentioned that sometimes people came to precinct meetings with handouts to advocate on an article. Stephanie mentioned that it might be helpful for TMCC to have a way to help facilitate precinct meetings more. Otto mentioned that before the first year precinct meetings happened, there was a meeting of precinct coordinators prior to the meetings being held.

9. 1st & 2nd Packet Materials for Town Meeting Members: The sense was that it would be good if we got the packet materials organized earlier. Also, if there were an immediate event coming up, maybe there could be a sticker or a stamp on the outside of the envelope calling attention to that event.

10. Mentoring: There have been four people volunteer to mentor so far and one mentoree. It was discussed what the process should be for assigning mentors. Carol suggested if the person doesn't want to pick a mentor by name, then the process should be random (e.g., pick someone from a hat).

11. Town Meeting Resource Shelf at Jones Library:

Judy has already gotten copies of the following programs on discs that are at the main desk in the Jones Library and can be checked out for 7 days: The Budget forum from April 2007, the Zoning Forum from November 1, 2007, and the JCPC/CPA forum from April 9, 2008. It was suggested that we also get the warrant review and bus tour on discs that can be taken out from the library.

12. TMCC Elections: Peggy said she emailed Harrison Gregg to raise the issue that some people had not voted in the election for TMCC members last time because they didn't realize voting was going on. He suggested posting a sign on the information table advertising that TMCC elections were happening that night and that voting closed at 9pm. He contacted the Town Clerk raising Peggy's concerns and noting that the TMCC voting turnout was low last year. The sense of the group was that we should have more

announcements and perhaps a TMCC person there to remind people to vote. Judy mentioned that the nomination forms for TMCC were in the second Town Meeting packet last year, but not this year. The Town Clerk's office said the deadline for nominations would be April 30. Harry will call the clerk to ask about the printing of the nomination form. Stephanie said she could also make the form available electronically on the TMCC webpage.

13. Miscellaneous: Carol asked that an email be sent to Harrison as we had discussed at prior meetings saying TMCC wanted to meet with him after this Annual Town Meeting finished to discuss how things went and that we wanted to regularly schedule a meeting at least once a year. Peggy said she would send that email out to Harrison along with a follow-up about the TMCC election process.

Judy wrote an informational page about how the Moderator will be appointing three people for the Finance Committee and encouraging people to apply for the Finance Committee and to explain how one would apply.

14. Report to Town Meeting: Additions were made to the drafts of the TMCC report to Town Meeting that Peggy will make to Town Meeting under Article 1 and to the written report for the information table on suggestions processed by TMCC.

15. Adjournment: Otto moved to adjourn, Harry seconded, all voted in favor. We adjourned at 6:52pm.

Carol Gray, Secretary